



Job Description

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Job Title Property Management Coordinator Intern	Job Location Dar es Salaam	Category -
Job Type Internship	Job level Entry	Industry Telecom Services & Equipment
Open to Expatriates Only Open to Tanzanian Nationals		

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Telecom Services & Equipment: 2 Years
Secondary Industry -	Primary Category -	Secondary Category -
Certificate -	Qualification -	

Summary

The Property Management Coordinator is responsible for assisting the Director, Property Management in the management of land agents, landlords, dispute resolution, renewal of leases and negotiations with landlords and processes towards the renewals of all existing permits and issuance of certificates as well as assist in coordinating activities towards the acquisition of permits for new projects. Additionally, the Property Management Coordinator will be undertaking community sensitisation meetings and maintaining good relationship with local authorities. Property Management and in addition will work closely with the Operations, Legal and the finance departments to ensure that all necessary permits for tower site are acquired and renewed timeously. Assist in the processing of statutory fees to the regulatory authorities.

Responsibilities

- Coordinates or assists in the preparation of various written documents submitted to the various Permitting and Regulatory. These documents include but are not limited to license and permit applications, reports or responses to specific requests from regulatory agencies.
- Coordinate the process of applications and monitoring approval of plans, build permits, EPA certificates, Civil Aviation
- Authority permits and any other that may be required by other regulatory agencies including payment of fees to MMDAs based on established fee schedules.
- Ensure that all permit information for each site is maintained and up-to-date in existing Company applications and archived correctly and accurately.
- Prepare reports on status of Company site permits and applications or processing of annual fees for sites.
- Assist in obtaining relevant information and documentation for the issuance of building permits.
- Responsible for ensuring all permits, licenses and leases are renewed in a timely manner and within parameters set by Manager, Property Management.
- Other projects and duties as assigned.

Education & Qualifications

- Bachelor's Degree
- Valid driver's license.
- Beginner proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Working knowledge of the wireless tower industry, including:
 - Tower siting and construction
 - Land, tenant, and tower-related documents
 - Permitting

- Engineering and EPA/CAA compliance

Requirements

- Minimum 2 years in the wireless tower industry.
- Minimum 2 years of permitting experience (strongly preferred in wireless tower industry).
- Exposure to tower construction and real estate management.

Characteristics

- Strong Communication skills
- Conflict resolution skills
- Relationship management skills
- Quality-focused mindset

Reporting To

Director

Driving Licence

Required

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